

MASSACHUSETTS NATIONAL GUARD
TECHNICIAN EMPLOYMENT BULLETIN

NUMBER: 05-104/03

PERMANENT

6 October 2004

OFFICE OF THE ADJUTANT GENERAL
Human Resources Office
50 Maple Street
Milford, MA 01757-3604

SERVICE: *Air Guard*
APPLICATIONS ACCEPTED UNTIL: 23 November 2004
EMPLOYMENT LOCATION: ANG HQs, MA
TELEPHONE CONTACT: COL St. Clair , DSN 256-6538 or
508-233-6538

(508) 233-6642/6757 (DSN) 256-6642/6757

POSITION: HUMAN RESOURCES SPECIALIST (Military)
SERIES/GRADE: GS-0201-12

PDCN: 80434
SALARY: PA \$61,887 to \$ 80,449

APPOINTMENT FACTORS:

<input type="checkbox"/> Bargaining Unit	<input type="checkbox"/> Supervisory/Management	<input type="checkbox"/> Entry Level	<input checked="" type="checkbox"/> Excluded
<input checked="" type="checkbox"/> Permanent Position	<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Indefinite Position	
<input checked="" type="checkbox"/> Officer	<input type="checkbox"/> Warrant Officer	<input type="checkbox"/> Enlisted	

AREA OF CONSIDERATION:

- ✓ All ANG/ARNG Commissioned Officers eligible for immediate appointment in the Massachusetts Air National Guard.
- ✓ All ANG/ARNG enlisted members in the Massachusetts National Guard eligible for immediate commission in the MA ANG*.

COMPATIBLE MILITARY SPECIALTY AND GRADE (Grade Inversion Prohibited):

Compatible MOS: 36P3/4

Maximum Military Grade	Officer: LtCol
Minimum Military Grade	Officer: *2Lt

GENERAL EXPERIENCE: Experience, education and/or training which provided a good understanding of administrative methods for accomplishing the work of an organization. Ability to analyze problems, come up with practical solutions, and to communicate effectively with others. .

SPECIALIZED EXPERIENCE: Must have 36 months experience supervising and providing technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. Experience providing staff assistance, guidance, and direction concerning ANG personnel, administration, training, recruiting, retention, incentive, and budgetary matters. Experience providing supervisory guidance to subordinate personnel. .

APPLICANTS WHO MEET THE ABOVE ELIGIBILITY REQUIREMENTS WILL BE EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES, (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION:

1. Knowledge of and a working application level ability for all officer and enlisted military personnel programs.
2. Ability to manage the state Officer Effectiveness Report Program.
3. Ability to assist the Senior Joint Force Headquarters staff with Congressional and Inspector General inquiries and draft official responses for these inquiries.
4. Ability to interpret policies and procedures for all statewide personnel programs. Serve as the principal advisor to the Joint Force Headquarters staff, unit commanders and Military Personnel Flights.
5. Knowledge of and a working application level ability for General Officer Management Programs.

Job announcements and application procedures are posted on Internet: WWW.STATE.MA.US/GUARD.

ALL TECHNICIAN HIRES SUBJECT TO THE AVAILABILITY OF FUNDS
THE MASS NATIONAL GUARD IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
MINORITIES AND WOMEN (UNLESS OTHERWISE PROHIBITED) ARE ENCOURAGED TO APPLY.

APPLICATION PROCEDURES

Include all of the following with application packet:

- ✓ Submit **one** of the following forms of application
 - OF 612 - Optional Application for Federal Employment (preferred)
 - Resume
 - SF 171
- ✓ HRO Form 1-1 (Application for Position Vacancy)
- ✓ HRO Form 1-2 (Mass National Guard Supplemental Questionnaire for Tech Vacancy)
- ✓ SF 181 Race And National Origin Identification

(This form is optional. Applicants who desire minority consideration must complete this form)

- ✓ Current military technician employees will furnish one additional copy of HRO Form 1-1 to their immediate supervisor. Supervisors will complete the required HRO Form 1-3 or HRO Form 1-4 within two (2) workdays and forward it to the HRO.

As a minimum, applications must contain the following information:

- A. The announcement number, title and grade of the job you are applying for
- B. Full name, mailing address and day and evening phone numbers
- C. High school/college education
- D. Information on your paid and non-paid work experience related to the job you are applying for (i.e. job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary; and indicate if we may contact your current supervisor)
- E. Other qualifications such as job related training courses (title and year); job related skills; job related certificates and licenses (current only); and job related honors, awards and special accomplishments
- F. State military grade and MOS/AFSC, and all related military experience.

All applicants are cautioned against making false statements on their application. By submitting an application for employment applicants certify that, to the best of their knowledge and belief, all of the information on and attached to the application is true, correct, complete and made in good faith. Applicants must understand that false or fraudulent information on or attached to the application may be grounds for not hiring them or firing them after work begins, and may be punishable by fine or imprisonment. Applicants must also understand that any information they give may be investigated/verified. Regardless of the format of the application, candidates must indicate how they possess the Knowledge, Skills and Abilities (KSA's) required of this position. Individual applicants must meet the mandatory qualifications and indicate how they meet these qualifications. Failure to do so will result in the application being returned as ineligible. The following documents are not acceptable as attachments to applications: photographs, copies of position descriptions, training certificates, performance ratings (civilian or military), awards or letters of appreciation. It is illegal to mail applications at government expense.

SUBMIT PAPER APPLICATIONS TO:

JFHQ- MAARNG
ATTN: HRO (Staffing)
50 Maple St.
Milford, MA 01757-3604



SUBMIT ELECTRONIC APPLICATIONS TO:

e-mail to: staffing@ma.ngb.army.mil
Information on applying electronically can be found at:
<http://www.state.ma.us/guard/Postings/Technician.htm>
Look under **Electronic Application Procedures**

SELECTION OF INDIVIDUAL:

- A. Selection will be by review of written application and interview. Applicants who desire a personal interview must indicate it on their HRO form 1-1.
- B. Applicants claiming educational achievements on their application must bring certificates with them when interviewed.
- C. Assistance in preparing applications is available by contacting the Military Technician Staffing Section (508) 233-6642/6757 or DSN 256-6642/6757. For assistance in completing federal job applications/resumes, please see OF 510, "Applying for a Federal Job". This form is available on OPM's World Wide Web site at www.usajobs.opm.gov, and on other automated federal job information systems.
- D. Applicants must possess or be eligible for the appropriate level Security Clearance.
- E. Candidates must possess a valid State driver's license for the State in which they live or are principally employed.
- F. **CONDITION OF EMPLOYMENT:** Employee will be required by law to participate in Direct Deposit/Electronic Fund Transfer program.
- G. **PCS MOVE: EXPENSES NOT AUTHORIZED**

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